

RULES OF GOVERNANCE

Department of Writing and Rhetoric

Approved by Department Vote on December 5, 2019
Revised with Input from Faculty Excellence and Approved by Department Vote on
December 2, 2020

Mission and Purpose

Everyday life in the 21st century involves composing and understanding complex messages in multiple media and in varied contexts. In order to address challenges related to composing, rhetoric, and literacy in school, workplace, civic, and community settings, Department of Writing and Rhetoric (DWR) faculty engage in innovative research and teaching, often collaborating with students as well as community and campus partners to undertake this work. Additionally, as a department, we provide academic and public leadership on writing-related issues.

Students in our undergraduate and graduate programs receive a comprehensive education in writing and rhetoric that enables them to communicate effectively, persuasively, and ethically across a range of civic, professional, and educational contexts.

In the spirit of shared governance, these Rules of Governance seek to support this mission as well as foster collegiality amongst the faculty in DWR by making transparent the Department's structure, processes, and practices. All full-time faculty members—regardless of administrative role, rank, or tenure—share the responsibility of faculty governance. With the same expectation we have for the Chair of the Department and all administrative officials to fulfill their obligations to supervise the Department and its programs, the Department expects each full-time faculty member to adhere to their responsibility towards faculty governance, which includes attending Department meetings, participating in committee work, and voting on Department business as well as engaging in conversations, debates, and feedback in the spirit of improving the Department and its programs for their colleagues and students.

Department's Goals

The Department of Writing and Rhetoric (DWR) is focused on achieving eight primary goals:

1. DWR's First-Year Writing Program serves as an innovative and effective entry point to writing in the university for freshmen students.
2. DWR offers innovative writing courses and tutoring support for transfer students and for freshmen students who tested out of first-year composition.
3. DWR's Writing Across the Curriculum Program consults with faculty in a variety of colleges to help their departments and programs create writing-

- related outcomes, revise curricula and assessment plans toward those outcomes, and provide appropriate support structures for achieving them.
4. DWR offers a B.A. in Writing and Rhetoric and provides students from all majors additional preparation for and practice in academic, professional, and civic writing through its Minor in Writing and Rhetoric and its undergraduate Certificate in Public and Professional Writing. DWR also offers specialized upper-division writing courses that complement the writing intensive courses in other disciplines.
 5. DWR educates writing professionals and writing educators for Florida's knowledge-based economy through its B.A. in Writing and Rhetoric, M.A. in Rhetoric and Composition and the Graduate Certificate in Professional Writing.
 6. DWR's University Writing Center provides writing support for undergraduate and graduate students in all disciplines.
 7. DWR actively collaborates with non-profit, K-12, and community college partners to better prepare students for academic/professional/civic writing, to enhance Florida's workforce development, and to address community writing-based needs.
 8. DWR is a site for research that informs and improves the teaching and practice of writing (broadly defined) across educational, professional, and civic spheres.

Article I: MEMBERSHIP

- A. For the purposes of these Rules of Governance, the voting membership of the Department of Writing and Rhetoric shall be all full-time faculty members in the Department of Writing and Rhetoric, regardless of rank, with the following exception: only faculty with appropriate rank shall vote on issues on which University rules and regulations restrict voting by rank (e.g. Tenure and Promotion).
- B. Adjunct and emeritus faculty members are non-voting members.
- C. Tenured members of the Department are those members who have been granted tenure in the UCF Department of Writing and Rhetoric by the procedures established by the Department, College, University, and Board of Trustees.
- D. Within the Department, oversight jointly resides in its voting members in concert with the authority of the Chair of the Department as vested by the College and University. The responsibility of faculty governance rests collectively with full-time Department members. With the same expectation we have for the Chair of the Department and all administrative officials to fulfill their obligations to supervise the Department and its programs, the Department expects each full-time faculty member to adhere to their responsibility towards faculty governance which includes attending Department meetings, participating in committee work, and

voting on Department business as well as engaging in conversations, debates, and feedback in the spirit of improving the Department and its programs for their colleagues and students.

- E. Operation of the Department is overseen by the Chair, program directors, and the Steering Committee (see Article IV).
- F. Department members should have the opportunity to self-nominate to serve in positions on elected Department, College, and University committees before a vote occurs.

Article II: DEPARTMENT MEETINGS

- A. There shall be at least two regular Department meetings per semester, with a call for agenda items to the full faculty made at least six days prior to the meeting. The agenda shall then be distributed at least three days in advance of the meeting. The agenda is determined by the Chair of the Department, who may consult with the Associate Chair, chairs of active committees, and program directors, as well as consider old and new Department business, items proposed by faculty members, and materials presented from outside the Department. New business and items not designated as action items on the agenda shall not be voted on at the meeting at which they are brought up. The Chair of the Department is expected to consult with the Steering Committee concerning the agenda and activities.
- B. Additional meetings may be called by the Chair of the Department on their own initiative, or upon the written request of the Steering Committee, or upon the written request of one-fourth of the voting members of the Department. The special faculty meeting shall occur within five business days of the presented request if reasonably possible.
- C. The Chair of the Department or their designee presides at the Department meetings.
- D. A quorum of the eligible voting members of the Department shall constitute 50% plus one. Any faculty members who are on leave, who have accepted an administrative position at UCF outside the Department, or who are in their final year of appointment are excused from Department meetings and are not counted in the total required for a quorum. If such persons do attend, they shall be counted as part of the quorum and have the right to vote.
- E. Online voting through an appropriate system is allowable as long as appropriate synchronistic discussions and considerations have taken place in advance of the vote. When a voting member participates in a Department meeting remotely (e.g., via teleconferencing tools), considerations shall be made to ensure the

same degree of anonymity of their vote as that of in-person attendees. Voting by faculty members on promotion and tenure committees shall follow relevant University regulations.

- F. Meetings are conducted in accordance with the latest revision of Robert's Rules of Order, except where these Rules of Governance specify otherwise. Specifically, such procedures include the following actions:
- a. Record attendance and verify the presence of a quorum.
 - b. Review and call for approval of previous meeting minutes.
 - c. Ensure clear agenda that delineates all voting matters and business to be brought before the Department.
 - d. Regulate discussion of only one motion at a time.
 - e. Facilitate the participation of members who expressed an interest in contributing to the discussion on a particular question before previous speakers participate a second time.
- G. To ensure compliance with the Rules of Governance, a Department Parliamentarian shall be nominated, or self-nominated, from the ranks of voting faculty members or full-time staff members and elected by a plurality of full-time faculty members. If the Parliamentarian is a voting member of the Department, they shall retain all ordinary voting privileges while serving in this position. The usual term for the Parliamentarian shall be three years or until their successor is elected, with reelection permitted. The Parliamentarian can be removed from this office before a term ends by the Chair of the Department, at which point an election for a successor should immediately be held.
- H. Whenever possible, reports and announcements should be kept to a minimum and/or distributed electronically in order to encourage the use of meeting time for questions, conversation, and deliberation.
- I. Per State and University guidelines, all meetings are open to all faculty members unless otherwise specified.

Article III: DEPARTMENT CHAIR

- A. The Chair of the Department is the chief administrator of the Department. As such, the Chair: (1) leads the Department Steering Committee; (2) invites participation for members of and charges the standing and non-elected Department Committees; (3) calls, prepares the agenda for, and presides over Department meetings as specified in Article II above; (4) evaluates all faculty and staff in accordance with University procedures; (5) serves as hiring official in accordance with College policy and UCF's "Search and Screening Guidelines," making faculty hiring recommendations to the College Dean; and (6) serves as an ex-officio member of all Department Standing Committees. Promotion and Tenure and I/L Promotion Committees are not standing committees of the

Department and instead follow separate procedures as outlined by University guidelines; the Chair of the Department is not a member of either of these committees.

- B. The Chair of the Department is the chief financial officer of the Department and, with shared appropriate oversight and participation, supervises all receipts and expenditures of funds. In conjunction with the appropriate committees, the Chair of the Department oversees all aspects of the academic programs, such as degree requirements, curricular offerings, catalog announcements, class scheduling, and faculty teaching assignments. Scheduling and faculty assignments are decided in concert with the Department Scheduler and relevant program directors in accordance with the Department's written guidelines. The Chair of the Department represents the Department to University officers, acts as the spokesperson for the Department, and represents the Department's best interests to the public.
- C. The fixed term of the Chair of the Department, normally five years, is set by the Dean of the College of Arts and Humanities; the Chair of the Department may be reappointed, subject to review. When the Chair of the Department is up for reappointment, the Department should be given the opportunity to weigh in and provide feedback, including an advisory vote by the Department faculty. In the event that the Chair position becomes vacant, and no internal candidate is available, or no internal candidate receives sufficient support from the Department, the Department may request permission to launch an external search.
- D. Formal annual reviews of the Chair of the Department's performance shall be carried out during the Spring semester by the Office of the Dean. The report of this evaluation shall be made by the Dean only to the Chair of the Department. The Steering Committee may elect to conduct an informal, internal review of the Chair of the Department each Spring, in order to generate formative feedback on Department goals, processes, and climate.
- E. If the position of Chair of the Department is to become vacant, the Dean authorizes the search for a new Chair of the Department. If necessary, the Dean appoints an Interim Chair. Upon receiving authorization from the Dean to initiate a search for a new Chair of the Department, the Department proceeds with the election of a Chair Search and Screen Committee (see VII.D). The Department should be given the opportunity to weigh in and provide feedback, including an advisory vote by the Department faculty. If no internal candidate is available who is able and willing to serve, or no internal candidate receives sufficient support from the Department, the Department may request permission to launch an external search. The Dean is the hiring official for any Chair.

Article IV: DEPARTMENT STEERING COMMITTEE

- A. The Department Steering Committee acts as an advisory group to the Chair and as the representative body of Department leadership. Specifically, the Steering Committee assists in strategic planning, provides a forum for open discussion of matters of interest to the Department, and ensures the creation of and progress towards the mission, vision, and goals of the Department. The Chair, or their designee, calls and presides at all meetings and distributes an agenda prior to the meeting. The Steering Committee shall meet a minimum of twice a semester and typically at least one week prior to Department meetings.
- B. The Chair shall consult and communicate with the Steering Committee on issues of Departmental concern, including the following: strategic planning and goal setting, agendas for Department meetings, accreditation reviews and responses to them, budgetary priorities and allocations, possible revisions to annual evaluation criteria, governing documents, hiring priorities and positions, etc. The Steering Committee will also clarify these Rules of Governance if their meaning or application are in question. The Steering Committee may also collaborate with the Chair on other matters of policy and procedure that are important to the Department, such as (1) the work of and relations between Departmental committees; (2) relations with other departments; (3) matters that arise on the College level; (4) the sponsoring of institutes, workshops, conferences, etc.; (5) departmental concerns from individual faculty members. The Chair and Steering Committee shall work together to identify priorities for the Steering Committee's work. The Chair and Steering Committee may choose at their discretion to charge ad hoc committees in order to delegate select work to other members of the Department.
- C. The Steering Committee may request copies of annual reports from all Department programs and Department budget documents in order to assess how well the Department is achieving its goals. From these sources of information, the Steering Committee and Chair shall make necessary recommendations to the Department.
- D. Members of the Steering Committee shall be as follows:
 - a. The composition of the voting members of this committee is intended to be representative of the numbers of full-time faculty in different positions within the Department, with at least one representative for every full-time faculty constituency, including tenured faculty, tenure-earning faculty, and instructors or lecturers, at least one of whom is at the associate or senior level. For faculty constituencies of ten or more, one additional representative is elected to Steering Committee for every ten members. At the start of Fall, the Chair shall review the numbers of full-time faculty employed in the Department in these faculty constituencies and call for additional elections as needed to ensure this composition is maintained.

- b. Ex-officio members—who do not vote—are the Chair, Associate Chair, and program directors.
- E. The voting members are elected for two-year terms with staggered appointments within groups. A majority of the voting membership of Steering Committee will constitute a quorum. Votes by the Steering Committee are non-binding for the purposes of advising and making recommendations to the Chair and the larger department.
- F. At the beginning of the Fall semester, the Chair will ask for nominations from the ranks of the Department to fill any open positions on the Steering Committee. Self-nominations are encouraged and nominated faculty can share a brief statement of interest that will be distributed by the Chair. In the event more than one person has been nominated for an open position, eligible full-time voting members of the Department will vote for the position, with a majority vote determining the representative in the case of more than one candidate and a plurality in the case of three or more from the total number of votes cast. Voting eligibility shall be based on representation by rank, meaning tenured and tenure-earning faculty are eligible to vote for the tenured and tenure-earning members, while instructors or lecturers at any level are eligible to vote for the non-tenure earning members. In the event a Steering Committee member misses more than half of the regularly scheduled Steering Committee meetings in an academic year, that member is presumed to have resigned from the Steering Committee, and an election shall be held to replace that member at the beginning of the following semester, using the procedure described above.
- G. Steering Committee meetings are open to all members of the Department. The Chair is responsible for announcing the dates and times of Steering Committee meetings to the Department at least five days prior. The Steering Committee may choose at their discretion to dedicate a portion of their meetings to open comment, during which all faculty members in the Department may bring questions, concerns, and ideas for consideration. Meetings are conducted in accordance with the latest revision of *Robert's Rules of Order*, except where these Rules of Governance specify otherwise. Minutes for all Steering Committee meetings shall be distributed to Department faculty, and the Steering Committee shall provide regular updates of its business at Department meetings.

Article V. PROGRAM DIRECTORS AND COORDINATORS COUNCIL

The Program Director and Coordinator Advisory Council will consist of all program directors, coordinators, assistant directors, and advisors and will meet twice during each term to set and share goals for the programs and to coordinate efforts among the programs. Further responsibilities include helping the Chair of the Department consider the distribution of resources for programs. This standing committee will be led by the Chair of the Department, and its activities will be reported to the Steering Committee

and at Department meetings. This group should make its various program reports and activities widely available to the Steering Committee and the Department at large.

Article VI. ADMINISTRATIVE OFFICERS

- A. Subject to negotiations with the college, the principal administrative officers of the Department shall be made up of directors of each of the Department's major initiatives: the Director of Composition, the Director of Writing Across the Curriculum, the Director of the University Writing Center, the Director of Undergraduate Programs, and the Director of Graduate Programs. Typically, the Chair will appoint an Associate Chair from among current or previous directors. Program director positions shall include substantial release time for a program management and leadership assignment as part of their FTEs. To enable program directors to ensure their programs are aligned with and contributing to current scholarship and best practices, these positions should also allow for a research assignment as part of their FTEs, though this is not required. Significant program management work required over the Summer should include a separate administrative assignment and corresponding compensation.
- B. For internal searches for program directors, the Chair shall provide a job description and goals for the position to all full-time members of the department, who will then be invited to apply by submitting a CV and letter of application. Applicants' qualifications for such positions will be vetted first by the Steering Committee, who makes recommendations to the Chair. Full-time members of the department are eligible to serve as program directors, providing they meet the requirements for the position, a voting majority of the department deems their qualifications as acceptable in an advisory vote, and their qualifications meet university policy for specific appointments (e.g., the Director of Graduate Programs shall have graduate faculty status). The final decision about appointment of any program director rests with the Chair.
- C. The usual term for program directors in the Department is five years (unless otherwise negotiated at the beginning of the term), and reappointment is possible. The expectation is these positions are not permanent appointments, and a reappointment process includes Department feedback, which may include an opportunity for the Steering Committee and Department to make a recommendation to the Chair via an advisory vote. If the Chair for any reason has concerns about a Director's suitability for reappointment, they are encouraged to seek further feedback and input from the Department as deemed necessary at that time. As part of a Director's annual review, they must be reviewed in their administrative role. The final decision about reappointment of any program director rests with the Chair.
- D. Administrative officers can be removed before a term ends by the Chair of the Department. Administrative officers can also step down from their administrative

position before their term ends. A replacement administrative officer's first year toward a single term will begin in the Fall semester of their first full year in the position.

- E. Non-tenure earning faculty interested in serving in any Director positions for which they are eligible must be at the rank of Associate or Senior Instructor/Lecturer. Additionally, in order to familiarize themselves with the relevant administration and scholarship, they must also first serve as an Assistant Director or Coordinator (or equivalent elsewhere) for said program for at least a year.
- F. To be eligible to serve in a Director position for a program, a faculty member should also be able to demonstrate (1) involvement in and co-leadership of programmatic innovations (e.g., pedagogical, curricular, training, resource-building), and; (2) demonstrable leadership qualities and ability to lead a team at the Department or broader institutional (or extra-institutional) levels, including experience leading a team. Moreover, a candidate for a Director position should be able to demonstrate active participation and immersion in the relevant scholarly field broadly construed; this would enable the Director to articulate a vision for the program within the context of both local and national developments, and it would enable them to contribute to broader disciplinary conversations about the area. See Appendix A for a definition of "scholarship" within the context of writing program administration in the Department.
- G. To enable faculty serving in Assistant Director, Coordinator, or Advisor positions to immerse themselves in scholarship related to their respective programs, these positions should allow for appropriate support, including stipends for travel to attend relevant conferences and/or conduct visits to other colleges and universities in order to review similar programs, when resources are available. Additionally, faculty without a research assignment who serve in these roles and have an expressed interest in conducting and disseminating scholarship should be allowed to negotiate a portion of their annual FTE assignment be designated for research, at the initiation of said faculty; in this circumstance, a memorandum of understanding outlining clear expectations for research activity, output, and method of evaluation shall be created and signed by the faculty member and the Chair of the Department at the beginning of the academic year. However, having a designated research assignment is not a requirement to be eligible to serve as an Assistant Director, Coordinator, or Advisor.
- H. The Associate Chair is a tenured (or in special cases tenure-earning) faculty member, or an associate or senior instructor or lecturer. The Associate Chair shares oversight of scheduling and staffing all courses and advises the Chair on Department decisions related to budget, mission, and other issues. The Associate Chair serves in a three-year term and is appointed as well as eligible for reappointment at the discretion of the Chair of the Department.

- I. The Director of Undergraduate Programs is a tenure-track faculty member or an associate or senior instructor/lecturer who has primary responsibility for overseeing the undergraduate programs, including proposing and revising curricula, conducting assessment, and providing professional development for faculty. The Director of Undergraduate Programs oversees program marketing, student admissions, and advising for the undergraduate degree, minor, and certificate. The Director of Undergraduate Programs reports to the Chair and is expected to collaborate closely with the other program directors.
- J. The Director of Graduate Programs is a tenure-track faculty member who has primary responsibility for overseeing the graduate programs, including proposing and revising curricula, conducting assessment, and providing professional development for faculty. The Director of Graduate Programs oversees program marketing, student admissions, and advising for the graduate degree and certificate. The Director of Graduate Programs reports to the Chair and is expected to collaborate closely with the other program directors.
- K. The Director of First-Year Composition is a tenure-track faculty member or an associate or senior instructor/lecturer who has primary responsibility for administering the First-Year Composition Program, including staffing composition courses, training GTAs, providing professional development for all composition faculty, observing composition faculty, and conducting programmatic assessment. The Director of First-Year Composition reports to the Chair of the Department and is expected to collaborate closely with the other program directors.
- L. The Director of the University Writing Center is a tenure-track faculty member or an associate or senior instructor/lecturer who has primary responsibility for administering the University Writing Center, including training and scheduling tutors and designing and conducting assessment. The Director of the University Writing Center reports to the Chair of the Department and is expected to collaborate closely with the other program directors.
- M. The Director of the Writing Across the Curriculum Program is a tenure-track faculty member or an associate or senior instructor/lecturer who has primary responsibility for administering the Writing Across the Curriculum Program, including overseeing the Faculty Fellows Program, WAC workshops and consultations, training and professional development for faculty and graduate students across the University, and conducting assessment. The Director of the Writing Across the Curriculum Program reports to the Chair of the Department and is expected to collaborate closely with the other program directors.
- N. Each program shall include dedicated and continuous staff assistance, as well as Assistant Directors, Coordinators, and/or Advisors when fiscally possible. These positions can be filled by any qualified full-time faculty member and should be open for self-nominations. Such nominations should then be vetted by the

Steering Committee and a voting majority of the department deeming the individuals' qualifications as acceptable in an advisory vote. Each position typically carries a three-year term (unless otherwise negotiated at the start of the term) and is eligible for reappointment. The reappointment process should include Department feedback, which may include an opportunity for the Steering Committee and Department to make a recommendation to the Chair and relevant Program Director via an advisory vote. The final decision about appointment and reappointment of any Assistant Director, Coordinator, and/or Advisor rests with the Chair, who should make any such decision in consultation with the relevant Program Director. Individuals filling these roles can be removed before a term ends by the Chair of the Department and can also step down from their administrative position before their term ends. These positions may change as program needs change and may be shared by multiple individuals concurrently pursuant to the needs of the Department and the given program, but typically include:

- a. The Assistant Director of Undergraduate Programs, Undergraduate Advisor, or Undergraduate Coordinator supports the Director of Undergraduate Programs by handling advising-related tasks, coordinating student engagement activities, or supporting faculty development.
 - b. The Assistant Director of Graduate Programs assists the Graduate Director with tasks such as marketing, mentoring graduate students, assessment, and curricular development.
 - c. The Assistant Director of First-Year Composition or Composition Coordinator assists the Composition Director in hiring, training, and observing faculty; developing curriculum; and collaboratively managing the daily activities of the First-Year Composition Program.
 - d. The Assistant Director of the University Writing Center or UWC Coordinator assists the Director of the University Writing Center in the hiring, training, and scheduling of tutors; assessing the Center's activities; and managing its daily operations.
 - e. The Assistant Director of the Writing Across the Curriculum or WAC Coordinator assists the Director of Writing Across the Curriculum in facilitating the Faculty Fellows Program, conducting faculty workshops and faculty development of conferences, graduate student training, and conducting assessments of writing across the curriculum efforts.
- O. The Department Scheduler is a full-time faculty member who assists with and coordinates faculty schedules. In generating course schedules, the Department Scheduler meets and works in concert with the Chair and relevant program directors, and this group adheres to relevant University and Department guidelines, including the "DWR Scheduling Principles" document. While the Scheduler can address room change requests from faculty, the Chair of the Department is responsible for meeting with faculty to discuss significant concerns about or changes to their schedules. The scheduler shall be nominated, or self-nominated, from the ranks of voting faculty members. Nominees' qualifications

will be vetted first by the Steering Committee, who makes recommendations to the Chair. All full-time members of the department are eligible to serve as scheduler, providing they meet the qualifications for the position and a voting majority of the department accepts their qualifications in an advisory vote. This position holds a three-year appointment (unless otherwise negotiated at the start of the term) and is eligible for renewal via the same renewal process used for assistant directors, coordinators, and advisors as outlined in item N above. The final decision about appointment and reappointment of the Department Scheduler rests with the Chair.

- P. The Department Mediators typically aid in mediating faculty concerns such as evaluations, assignment of duties, and schedule. This position is separate from the UFF-facilitated mediation and grievance procedure. There are two Department Mediators: one shall be a tenured faculty member and the other shall be an associate or senior instructor or lecturer; to decrease the likelihood of a conflict of interest, during their terms, they should not be currently serving as administrators (e.g., director, assistant director, coordinator/advisor) within the same Department program. In the event of a requested mediation, the affected Department member may choose which Department Mediator will serve as mediator. Department Mediators should be familiar with University, College, and Department procedures and available resources.

The Department Mediators are elected by the Department for two-year, staggered terms. At the beginning of the Fall semester, the Chair of the Department will ask for nominations from eligible faculty to fill any open Department Mediator positions. Self-nominations are permitted. In the event more than one person has been nominated for an open position, eligible full-time voting members of the Department will vote for the position, with a majority vote determining the winner(s) in the case of two candidates and a plurality in the case of three or more. An election will be held at the beginning of the Fall semester to fill any vacancies. Information on who the current Department Mediators are shall be published and made available to all members of the Department.

In the event of a potential conflict of interest between a Department Mediator and the affected faculty member, that Department Mediator shall immediately recuse themselves, and the other Department Mediator will serve as mediator. In the event that a potential conflict of interest exists between the affected faculty member and both Department Mediators, the affected faculty member may request another member of the Department to serve as mediator in their place.

Further guidelines and description of the mediation process as it pertains to annual evaluations are outlined in the Department's Annual Evaluation Standards and Procedures (AESP) documents. In the event of mediation pertaining to something other than evaluation, the Chair of the Department, the mediator, and the affected faculty member should work collaboratively and efficiently towards

resolution. While not bound by any recommendation of the Department Mediator, the Chair of the Department should consider their recommended resolution in any final decision regarding the matter, and, upon request of the affected faculty member, provide a written explanation of their decision-making process within 14 days.

Article VII. DEPARTMENT COMMITTEES

- A. Ad Hoc Committees: The Chair, in consultation with program directors and the Department Steering Committee, can establish ad hoc committees to work on matters of importance to the Department for limited periods. The Department shall be notified as soon as possible of the formation, purpose, and make-up of such committees. Search Committees are ad hoc appointed by the Chair of the Department as needed.
- B. Hiring and Search Committees: Each year and before specific hiring priorities and areas are determined, the Chair of the Department shall call a Department meeting to discuss and seek input on hiring needs and priorities, including for any potential Inclusive Excellence Faculty Recruitment Program hires. Searches for new faculty members will be conducted in accordance with UCF's "Search and Screening" Guidelines and other relevant University policies. All Department search committees should include both tenure-line and non-tenure earning faculty. Searches for tenure-line faculty positions and for program directors shall be chaired by a tenure-line faculty member and include a majority of members who are tenure-line faculty members. If applicable, search committees for program coordinators, assistant directors, or advisors shall include the directors of the respective programs. Searches for non-tenure earning faculty positions shall be chaired by and include a majority of members who are non-tenure earning faculty. Searches for administrative officers should be informed by at least the same expectations for the Department and relevant programmatic stakeholders to provide feedback as outlined for internal searches for these positions in Article VI.
- C. Standing Committees: Standing committees will be appointed or elected in keeping with Department governing documents. All faculty members are eligible for all committees unless specifically excluded below. Committee chairs shall be responsible for an annual report of the committee's actions, which shall be presented to the Department Steering Committee at the end of each academic year. These committees have jurisdiction to vote on issues relevant and pertinent to accomplish their respective tasks.
 - a. The *Department Steering Committee* is responsible for all issues and policies that refer to the Department as a whole, and it receives reports from the other standing committees of the Department as well as advising the Chair about matters for full faculty consideration. The Steering

Committee also works with the Chair of the Department to help set Department goals. Refer to Article IV for overview of Steering Committee membership and responsibilities.

- b. The *Undergraduate Programs Committee* works with the Director of Undergraduate Programs on issues and policies relevant to upper-division degree and certificate programs. The committee's purview includes but is not limited to assisting the Director of Undergraduate Programs with marketing and recruiting, admissions standards, student awards, curricular additions and revisions, curricular training, advising, and instructor and student resources. This committee is chaired by the Director of Undergraduate Programs, and any program assistant director, advisor, or coordinator also serves on this committee.
 - c. The *Graduate Programs Committee* works with the Director of Graduate Programs on issues and policies relevant to graduate degree and certificate programs. The committee's purview includes but is not limited to assisting the Director of Graduate Programs with marketing and recruiting, admissions standards and process, student awards, curricular additions or revisions, staffing, student development, program assessment, oversight of program requirements, advising, and instructor and student resources. This committee is chaired by the Director of Graduate Programs. This committee should work closely with the Research Committee.
 - d. The *First-Year Composition Program*, due to its size and diversity, will distribute responsibility for program policies and issues among several committees, as determined by the Director of First-Year Composition and Chair of the Department. Such working groups within the composition program might include Curriculum Revision & Assessment, Textbook, Knights Write, and Newsletter.
 - e. The *Research Committee* will support the Department's strategic goals around fostering and supporting a rich and varied culture of research about writing, rhetoric, literacy and language in the Department. Faculty with research assignments or conducting scholarly research without an assignment are eligible to serve on this committee. The committee's charge will include, but is not limited to, organizing workshops and research talks, mentoring, assisting with IRB proposals, serving as a resource for conference and publication opportunities, and advocating for travel, scheduling, and other support of faculty with research agendas.
 - f. The *Diversity, Inclusion, and Equity Committee* works to create an equitable, diverse, inclusive workplace culture in the Department, moving beyond these goals as purely representational and theoretical to promoting them in collaborative, actionable, and pragmatic ways. To ensure that the Department promotes diversity and inclusion in a systematic way, committee members serve as liaisons to other Department standing, ad hoc, and hiring committees.
- D. Special Elected Committees: *Chair Search Committee*. Upon notification from the Dean that a search is to be undertaken for a new Chair of the Department, the

Department shall, when possible, elect three representatives to a search committee. The Dean will appoint an outside member and a chair of the committee from outside the Department. However, when practical, the three elected members should include at least one tenured member of the faculty, one tenure-earning member of the faculty, and one associate or senior instructor or lecturer.

Article VIII. RECORDS MANAGEMENT

- A. Except for those deemed confidential under law or university policy, Department records shall be posted electronically and made available to all faculty members of the Department. This may include, for instance, posting of records to a Department shared drive, a shared Webcourses site, or some other appropriate, accessible, and navigable means. Records should be posted within a reasonable timeline and available upon request, typically within two weeks of their creation.
- B. Department records include but are not limited to the following: Department policies and bylaws; budgets, including summaries/narratives; strategic plans, vision, and mission statements; scheduling procedures, including summer rotation guidelines; AESP guidelines; external program reviews and responses to these; FAR form; Department and Steering Committee meeting agendas, minutes, and exhibits; annual reports from Standing Committees; a list of all Departmental committees and their membership. Upon the request of Department faculty, other public data relevant to the Department shall be posted and made accessible and easily navigable to all faculty members of the Department.
- C. Proposed Department meeting agendas as well as any materials necessary for casting a vote shall be provided to faculty by the Chair of the Department no later than three days before the meeting day and time, unless otherwise specified in these Rules of Governance. Agendas and approved minutes shall be posted electronically and made accessible and easily navigable to all faculty members of the Department.
- D. Responsibility for maintenance of Department records ultimately rests with the Chair of the Department, though this responsibility may be delegated to Department staff, administrative officers, or other faculty at the Chair of the Department's discretion. Unless already accessible, upon request the Chair of the Department or their designee will make records, policies, and rules available to faculty or provide the reason those items cannot be distributed. When practicable, such a response should be delivered within a reasonable timeline, typically within two weeks.

Article IX. AMENDMENTS AND REVISIONS TO DEPARTMENT GUIDING DOCUMENTS

- A. The members of the Department Steering Committee with representatives of each of the standing committees shall review these Rules of Governance at five-year intervals. The Steering Committee and Chair may at their discretion form and charge an ad hoc Bylaws Revision Working Group to further consider and propose revisions to the Rules of Governance. Any proposed revisions to the Rules of Governance will be submitted to the Department for feedback and discussion, and will require the approval of two-thirds of the members at a Department meeting attended by a quorum of eligible voting members to be adopted.
- B. Any voting member of the Department may propose in writing to the Chair of the Department any amendment to these Rules of Governance. The Department Steering Committee may also propose an amendment to these Guidelines. Such an amendment shall be circulated to the Steering Committee for discussion, and given to all Department members at least two weeks before the meeting for a vote. Alternatively, an amendment may be introduced at a Department meeting by any voting member and discussed at that meeting, with a vote to be taken not sooner than five days following the meeting nor later than fifteen days, by online voting or at a subsequent Department meeting. In any case, a two-thirds majority of those voting is required to pass the amendment.
- C. The Department follows all relevant University and CBA guidelines. Per these guidelines, Department promotion and tenure as well as instructor/lecturer promotion criteria shall be reviewed and reconsidered at least every five years. Similarly, the Department should revise its strategic plan at least every five years.
- D. The preamble to this document (including Mission and Purpose and Department's Goals and Strategic Planning) as well as any appendices shall be updated as needed by the Chair of the Department in consultation with the Steering Committee to ensure conformity with the Department's current strategic plan, mission, and goals, without requiring a vote by the Department. Any such changes shall not supersede the guidelines or procedures expressed in the numbered articles of these Rules of Governance.

Article X. ADOPTION

A two-thirds majority of members present casting a positive vote at a regularly scheduled Department meeting attended by a quorum of the Department's eligible voting members shall constitute acceptance of these Rules of Governance.

Appendix A: Defining “Scholarship” in the Context of Writing Program Administration

Following the Council of Writing Program Administrators’ (CWPA) Statement on Evaluating the Intellectual Work of Writing Program Administrators, we define the possible “scholarship” of (potential) writing program directors broadly to include intellectual work around program creation, curricular design, faculty development, program assessment, and program-related textual production that generates, clarifies, connects, reinterprets, or applies knowledge based on research, theory, and sound pedagogical practice; requires disciplinary knowledge available only to an expert trained in or conversant with a particular field; requires highly developed analytical or problem-solving skills derived from specific expertise, training, or research derived from scholarly knowledge; and/or generates or implements knowledge in ways that can be recognized and evaluated by peers, and is recognized as the contribution of the individual’s insight, research, and disciplinary knowledge. The CWPA statement further clarifies that, “In order to be regarded as intellectual work, therefore, writing program administration must be viewed as a form of inquiry and knowledge making that has formalized outcomes that are subject to peer review and disciplinary evaluation” and that such peer review can happen in a number of ways, including (but not limited to) portfolio evaluation, contributions to national, regional, or local conference presentations and workshops, the adoption of work products and activities (e.g., program outcomes and curricula, assessment protocols, pedagogical resources, etc.) by other institutions, and publication review. See the Portland Resolution for further articulation of core and desirable supplemental knowledge and preparation a (potential) writing program director should possess.